



# Worcester Public Schools

## Hybrid Learning Plan

Guidelines & Protocols for: **Quinsigamond Elementary**

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### Quinsigamond Elementary School

14 Blackstone River Road  
Worcester, MA 01607

508-799-3502



Principal: Yeu Kue

Assistant Principals: Sam FanFan  
Lauren Racca

Adjustment Counselor: Sara Godin

Nurse: Melinda Engel

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May 2021

Dear Quinsigamond Families,

We are excited to open up the school for full in person learning and very much look forward to seeing more students here every day. As always, I would like to thank you in advance for your support and patience as we transition into this hybrid learning model. Our top priority is ensuring that our students, teachers and staff remain safe. Please continue to take precautions at home to ensure that when students and teachers are in-person together, they are safe. This includes reminding students the importance of wearing their masks, being respectful of space, and washing their hands frequently. Safety is a collective effort and we appreciate your continued support.

May 3rd starts a new chapter in that Fridays may not be all asynchronous for remote learning. This will be a change for all of our students. Over the last few weeks, it has been a complete pleasure to see the return to 'normal' schooling and the lessons we have learned will help us to transition easily. I remain humbled by your support in every step of the changes as we continue to adapt to ensure high quality instruction and social emotional support for all of our children.

As always, feel free to reach out to me with any questions or concerns. I cannot thank you enough for your partnership as we ensure the highest quality education for all of our students.

Yeu Kue  
Principal

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## Guiding Principles

## **Healthy Educational Environment**

We will ensure that appropriate measures to protect the safety and health of our students and staff is a top priority by:

- providing clean and sanitized buildings
- investing in equipment to ensure air quality improvements and safety
- prioritizing COVID-19 mitigation training for staff and students and school routines have been designed to minimize risk

## **Robust Instructional Opportunities**

We will provide high quality synchronous, asynchronous, and hybrid instruction to students during remote and hybrid learning time by:

- ensuring students have access to a district issued device and internet
- modifying curriculum programs to support multiple learning models
- continuous professional development integrating instructional technology
- providing modern research based learning platforms

## **Social Emotional Supports for Students**

We are mindful of the pandemic's impact on students and we are prioritizing student well-being through:

- biweekly student SEL and academic needs survey
- specialized SEL support
- structured schedules with time for check-ins and small group time

## **Equitable Learning Opportunities for Students**

We will provide high quality learning for all students through:

- ensuring that Students with Disabilities and English Language Learners receive appropriate support and instruction
- continuing to emphasize culturally responsive practices and learner-centered practices in all lessons
- providing varied accommodations in order to make learning accessible for all learners

## **Transparent Communication**

We are committed to providing timely information to families and community members regarding the shifts and changes associated with COVID-19 school procedures through:

- frequent updates through the website and provides translated information
- leveraging multiple ways to communicate with families: community forums, ConnectEd messages, text message, phone calls, social media and website updates

*WPS is working closely with the Parabola Project to offer guidance, tools, and strategies to understand and minimize risks while maximizing learning and wellness during COVID-19.*

*-Parabola Project*

## Student & Staff Safety

### District Guidelines

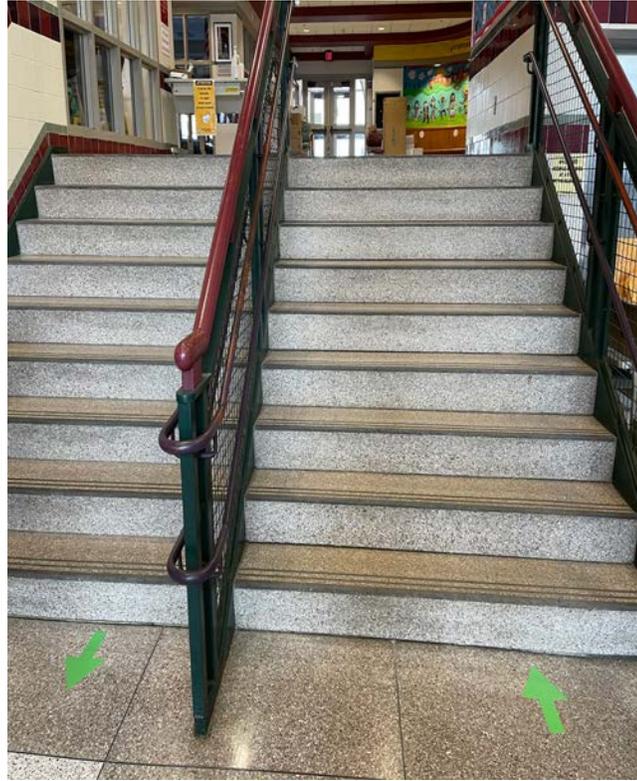
- Staff will receive comprehensive safety trainings including the viewing of a four part school safety reopening video
- Students are requested to bring two masks to school each day
- Masks and gloves will be available upon requests for all staff and students
- Masks will be expected to be worn at all times, except during mask breaks
- Three feet of social distancing guidelines will be followed
- The number of people within a closed area will be limited to reduce exposure to Covid-19
- Transition and directional plans will be created for safe movements throughout the building
- Students and staff will be trained in hand washing.
- Hand washing schedules will be created
- Hand sanitizers will be placed in every classroom and other key locations at all schools.
- Additional PPE and cleaning supplies will be available at our schools including masks disinfectant wipes, shields, gloves, hand sanitizer, and gowns for all needs

### School Guidelines

- **Students are expected to wear a mask at ALL times during the school day with the exception of breakfast, lunch, and mask break times. Please make sure that each student has at least 2 masks daily.**
- **Every classroom will be set up to ensure that students will be adequately spaced apart.**
- **Students must transition with space between each person following walkway directions. Please adhere to all signage indicating direction and spacing for all hallways, walkways, and stairways.**



This shows the arrows students will follow throughout the building.



These are the arrows students will follow to go up and down the stairs.

## Classroom Setup

### District Guidelines

- Desks and tables will be three feet apart and will face the same way
- Unused furniture may be removed to allow for more space
- Students will have seating assignments for contract tracing if necessary
- Signage of protocols will be posted

### School Guidelines

- Desks and tables will be appropriately distanced with student assigned spaces and materials. All students will be facing the same direction.
- Masks need to be worn at all times except when taking a mask break within the classroom.
- Classrooms will have clear directional signage.
- Designated areas and protocols will be in place for routines and student supplies.
- Students must sign out anytime they leave the classroom.



**PPE supplies for students.**

## School Supplies

### District Guidelines

- Each student will have their own school supplies
- Personal belongings will be separated and not shared with others
- For shared supplies there will be a cleaning protocol for disinfecting between uses
- Lockers will not be used during this phase of reopening; coats and backpacks will be allowed in the classrooms
- Students will be required to bring their chargers, earbuds, and district issued device fully charged to school each day
- Students should not bring their hotspot into school
- Students will not be able to use a personal device in school

### School Guidelines

- **Each student will have a bag with their own supplies for the day. Nothing can be shared.**
- **Each classroom will be sanitized daily at the end of day.**
- **Students are required to have chromebooks charged and brought to school each day with their chargers.**
- **There will be designated areas for backpacks and personal belongings.**

## Student Transitions

### District Guidelines

- Signage will be posted throughout the entire building to direct students' transition and maintain six feet distance.
- Hallways and stairways will be assigned as exit and or entrance points to avoid students passing each other face to face and crowding.
- When students transition staff will monitor transition to ensure six feet distancing.

### School Guidelines

- **There will be signage throughout the school labelled with directions and spacing in hallways and stairways.**
- **Masks must be worn at all times.**



## Arrival

### District Guidelines

- Arrival will have staggered times to avoid large groups entering the building at the same time
- Social distancing will be maintained while entering the building with staff monitoring
- Students will go directly to classrooms when entering the building

### School Guidelines

- **The school door will open promptly at 8:15**
- **K-1 students will enter through the front playground doors.**
- **Grades 2-6 will enter through the main entrance.**
- **Parents please drop off your child in the front of the school in the cut out area.**
- **Students will be given hand sanitizer as they enter the building and are expected to walk single file with adequate spacing between them.**
- **Students will go directly to their classrooms.**



**K-1 student entrance.**



**2-6 student entrance.**

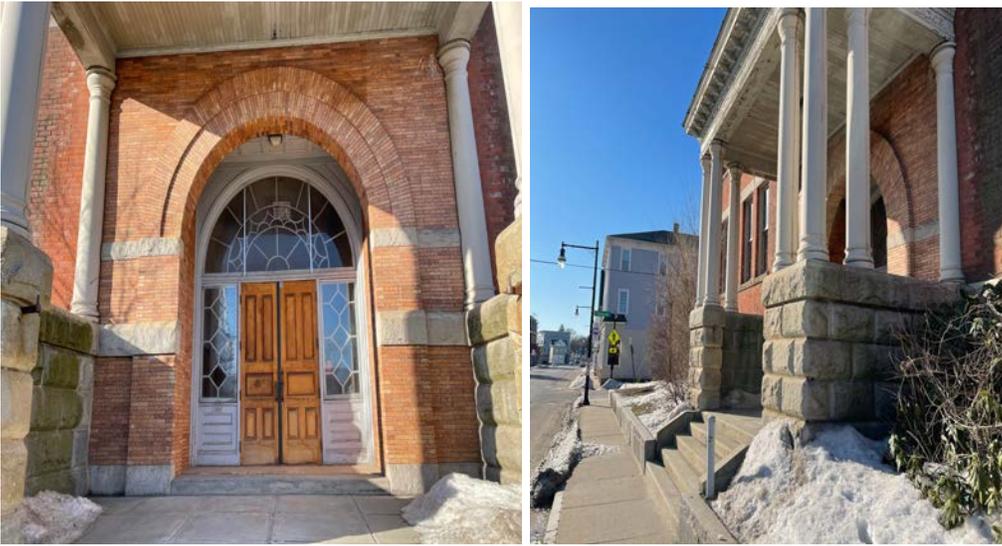
## Dismissal

### District Guidelines

- Staff and students must maintain social distancing when preparing for dismissal
- Dismissal time will be staggered to avoid large groups exiting the building
- Students and staff must wear masks during the entire dismissal process
- Students walking home should maintain social distancing and mask wearing

### School Guidelines

- **Walkers will be dismissed at 2:15 and will exit the building from the playground area. There will be no Stebbins or Falmouth walker lines. You may wait for students in the playground area 6 feet apart.**
- **Parent pickup will be in the front of the building through the front door closest to Falmouth Street starting at 2:15. Please park along the outer circle of the drive and we will radio for your child to come out. We will have a ticketing system and ask that you stay in your car at all times.**
- **Bus students will be put on their assigned buses.**
- **If you must dismiss your child early, please call ahead.**
- **There will be no dismissals after 2:00 pm.**



**Parent pick up door closest to Falmouth Street**



**Parents park along Blackstone River Road**

## Breakfast and Lunch

### District Guidelines

- All water bubblers and fountains will be shut off
- Food service will be providing water during the school day
- Breakfast and lunch will be grab and go or delivered to the classroom
- Breakfast and lunch will be eaten in classrooms or school cafeteria
- Students will maintain six feet distancing while eating

### School Guidelines

- **Breakfast will be eaten in the classrooms.**
- **Grade 1-6 students will eat lunch in the cafeteria seated two to a table all facing the same direction. Students will sit in assigned seats. There will only be one grade level in the lunchroom**

at any given time.



Students will sit in assigned seats at the 2 ends of the table. The signage show where they do not sit.



Cafeteria tables are spaced out so students have proper distancing.

## Recess

### District Guidelines

- All elementary schools will have scheduled recess breaks
- Students will wash hands after recess
- Students will be required to keep their masks on and maintain social distancing

### School Guidelines

- **Each grade level will have recess as a pod outside.**
- **Masks must be worn**

## Mask Breaks

### District Guidelines

- There will be scheduled mask breaks for students
- The breaks will be based on the students' age and needs
- Mask breaks will be conducted outside whenever possible
- When mask breaks occur inside they will be done independently near an open window or in a well ventilated place
- When on a mask break the student will be in a designated area, maintaining social distancing

### School Guidelines

- **Mask breaks will be in the classroom in a designated area within the classroom or at desks with**

teacher's discretion.

## Hand Washing

### District Guidelines

- Students and staff will be required to wash their hands frequently
- Hand washing with soap and warm water for 20 seconds is the recommendation
- Hand sanitizer will be available in every school

### School Guidelines

- **Students will have opportunities and be encouraged to wash their hands frequently.**
- **Please support and practice appropriate handwashing with children at home**



Handwashing expectations

## Bathroom Procedures

### District Guidelines

- Safety protocols will be established at schools based on bathroom location and capacity
- Bathroom breaks will be carried out as they would during normal school times
- Students waiting for the bathrooms will be six feet apart and wear masks
- Signages will be posted to remind students to wash their hands
- Soap dispensers will be filled on a regular basis

### School Guidelines

- **There will only be two students allowed in the bathroom at one time.**
- **There will be designated spots for students to stand to wait for the bathroom.**
- **Students must wash hands after bathroom use.**

## School & Systemwide Staff Protocols

### District Guidelines

- All school based and systemwide staff will be required to sign in at a designated area
- When visiting school buildings, masks will be worn by all staff and social distancing will be maintained
- Work spaces in the building may be utilized for specialized instruction
- Congregated work settings will be prohibited (such as teacher's lunch rooms)
- Teachers and staff will take breaks and eat in designated areas of the building as decided by the principal or supervisor
- Staff meetings will be held virtually
- Professional development will be held virtually

## Visitor Access to the Building

### District Guidelines

- Visitors should call ahead and arrange a time to come into the building
- Visitors will be required to sign in with their name, purpose, and phone number
- Visitors must wear masks at all times
- Visitors must maintain six feet social distance upon entering the school
- Only one visitor at a time will be allowed in the office
- Staff will assist visitors in their needs
- There will be no visitors volunteering in classrooms

### School Guidelines

- Please call the school at 508-799-3502 to schedule an appointment if you need to meet with someone in the school. Visitors will not be allowed inside the building without an appointment.
- When you enter the building, you must sign in and hand sanitize before proceeding. Masks must be worn at all times.

*Decisions about when and how to reopen schools during COVID-19 need to be based on a strong set of principles, grounded in best available evidence, informed by context, and oriented towards each community's highest aspirations for student learning and well being.*

*-Parabola Project*

## Air Quality and Cleaning Protocol

### District Guidelines

- We upgraded all of the buildings to improve air flow
- HVAC assessments were conducted in 59 locations
- Needlepoint Bipolar Ionization systems were installed in all locations to improve air quality
- Windows will be kept open in all buildings when possible
- Misting machines have been purchased for all schools and will be used each night
- Custodians will clean rooms, empty trash, and disinfect high touch points regularly
- Each classroom will be provided with disinfectant wipes to use on desks and materials for frequent washing; the wipes are made from the safest disinfectant available on the market approved by EPA for Covid-19
- Hand sanitizer has been purchased for all schools and will be replenished when needed

## Transportation

### District Guidelines

- Students must maintain six feet distance while waiting and boarding the bus
- Buses will be cleaned and disinfected between all runs
- Windows will stay open for the duration of the ride
- Students, drivers, and monitors must wear masks at all times
- Seating plans for all students will be made for each bus route in accordance with DESE Transportation Guidelines
- Students will be assigned seats and will be required to stay in them

### School Guidelines

- Appropriate bus behavior will be expected and masks are required.
- Students can only take the bus assigned and must sit in their assigned seat.

## Food Services for Families

### District Guidelines

- School-wide food services will continue for all families
- Breakfast and lunch will be served in school to all students
- Breakfast and lunch will be grab and go style
- Food Trucks and food pantries will be ongoing throughout the city

## Covid-19 Medical Waiting Room & Nurse's Office

### District Guidelines

- WPS will clearly distinguish between the Nurses' Office and a Covid-19 safe space
- All schools will have an established Covid-19 medical waiting room separate from the nurse's office
- The Covid-19 medical room will be used for students presenting with Covid-19 symptoms
- Every school will have a nurse and a Covid-19 point person
- There will be disinfection after each student who visits the nurse's office

### School Guidelines

**Our medical waiting room is fully staffed and located on the first floor - this helps to ensure students who may be exhibiting symptoms to be separated for safety purposes.**

## Students and Staff Exhibiting Symptoms

### District Guidelines

- We will respond promptly and effectively when there is possible exposure to Covid-19
- An individual who is symptomatic at home should stay home and get tested
- If a student or staff member is positive, notify the building principal
- If a student is Covid-19 positive, home with symptoms, or quarantining, they can participate in remote learning
- A student that is symptomatic on the bus will immediately be brought to the nurse's office or the Covid-19 medical waiting room for assessment
- A student that is symptomatic while in school will wait in the Covid-19 waiting room until they can be picked up
- Symptomatic students will require a pickup and will not be allowed to ride the bus home
- A staff member who appears symptomatic at work will discuss coverage with the principal and follow district protocols
- A student or staff member who tests positive must notify the school, assist with the district procedures on close contact and covid-19 positive status procedures, and follow CDC guidelines for quarantining or isolation

## Protocols for Potential School Closures

### District Guidelines

In the event of multiple cases of Covid-19 in the school or building, we will:

- consult with Worcester Regional Dept. Public Health Department
- review of the specific COVID-19 public health metrics for the city of Worcester
- determine if it is necessary to shut down a classroom, wing, or entire building for a short time by consulting with necessary stakeholders and WPS administration for a final decision
- inform the community
- communicate building reopening plan

## District Contacts

Superintendent: Maureen Binienda- 508-799-3117

Deputy Superintendent: Sue O'Neil-508-799-3644

School Safety Director, Covid-19 District Coordinator: Rob Pezzella-508-799-3472

Chief Financial and Operations Officer: Brian Allen-508-799-3401

Elementary Schools Managers: Marie Morse, Ellen Kelley-508-799-3264

Secondary School Manager: Tim Sippel-508-799-3264

## Resources

- Planning for these guidelines were created in collaboration with the Parabola Project:  
<http://parabolaproject.org>
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- [DESE Guidance on Remote Learning for English Learners](#) (Released April 24, 2020)
  - [Initial Fall School Reopening Guidance](#) (Released June 25, 2020)
  - Guidance on Fall 2020 [Special Education Services](#) (Released July 9, 2020)
  - Fall Reopening - - [FAQs](#) (Released July 10, 2020)
  - [Fall Reopening Facilities and Operations Guidance](#) (Released July 22, 2020)
  - [Fall Reopening Transportation Guidance](#) (Released July 22, 2020)
  - [Fall Remote Learning Guidance](#) (Released July 24, 2020)
  - [Guidance for Courses with Additional Safety Requirements](#) (Released July 24, 2020)